

**STAFF REPORT**

Meeting Date: June 11, 2003

**TO:** LAFCO Commissioners  
**FROM:** Everett Millais, Executive Officer  
**SUBJECT:** Water and Wastewater Municipal Service Review Update

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**RECOMMENDATION:**

Receive and file.

**DISCUSSION:**

Background

As background for the Municipal Service Review process the Commission took the following actions in 2002:

1. Reviewed in detail Government Code Sec. 56430 that requires LAFCO to conduct municipal service reviews and make written determinations with respect to nine factors (attached).
2. Adopted the attached "Service Review List" identifying the 12 major categories of services that will be reviewed as a part of the first round of municipal service reviews.
3. Adopted the attached Work Plan that outlines an initial schedule, overall priorities and identifies key concepts, including focusing the first phase of service reviews on a Countywide review of water and wastewater services.
4. Entered into a Professional Services Agreement with Project Design Consultants (PDC) based in San Diego to prepare water and wastewater service reviews. The

**COMMISSIONERS AND STAFF**

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Scope of Services (attached) contained in this Agreement identified the 38 agencies to be considered as a part of water and/or wastewater service reviews and also set forth LAFCO's basic parameters for the process.

### Status

PDC has completed the first task outlined in the Scope of Services relating to the preparation of a standardized survey. This survey was in the form of an extensive three-part questionnaire that was distributed in late January 2003 to each of the 38 agencies identified in the Scope of Services. In preparing and distributing this questionnaire, both PDC and LAFCO staff expressed the following to the agencies involved:

- In responding to the questionnaire, agencies should rely on information that they already have; they should not attempt or deem it necessary to prepare new information or conduct new studies solely for the purpose of responding to the questionnaire.
- While LAFCO must and will make the determinations required by law, the overall focus will be on matters and issues that LAFCO has authority to control (e.g. boundaries) and, thus, of special interest are boundary/sphere of influence and service provision issues.
- Even though LAFCO does have the authority to initiate consolidations, mergers, or dissolutions of special districts, such actions would follow approval of the service reviews and be based on additional and considerable analysis, LAFCO Commission approval and public review. Subsequent studies might require environmental analysis and voter approval.

The distribution of this questionnaire began Task 2, the information collection and review phase, as set forth in the Scope of Services. Approximately half of the completed questionnaires were returned by the March 17 due date. As of now, completed questionnaires have been returned by all agencies, except the Ojai Basin Groundwater Management Agency. Several agencies (3 or 4) have submitted only partial information and additional and on-going follow-up will be necessary.

PDC and LAFCO staffs have also been involved in developing a database that will be used for the water and wastewater service reviews and for portions of other service reviews. Considerable time has been spent on the development of this database. It will be the primary information source for water and wastewater service reviews, other service reviews in the next few years, and a comparative resource for future service reviews beyond the initial five-year requirement. The database format has been finalized and data entry is now beginning based on the completed questionnaires.

### Agencies Involved

Two agencies initially included in the list for water and/or wastewater service reviews have now been removed. The City of Ojai contracts for water service, but does not provide any direct water services and the Ventura County Resource Conservation District, initially identified as being involved in water conservation measures, does not provide any direct water and/or wastewater services. Thus, the water and wastewater municipal service reviews will result in 36 agencies in the County being reviewed, not 38 as originally anticipated.

PDC is proposing that the 36 cities and special districts now involved in water and wastewater service reviews be divided into three groups generally corresponding to the following major watershed areas:

#### Calleguas Watershed (15)

- City of Camarillo
- City of Simi Valley
- City of Thousand Oaks
- Calleguas Municipal Water District
- Camarillo Sanitary District
- Camrosa Water District
- Hidden Valley Municipal Water District
- Lake Sherwood Community Services District
- Pleasant Valley County Water District
- Triunfo Sanitation District
- Ventura County Waterworks District No. 1
- Ventura County Waterworks District No. 8
- Ventura County Waterworks District No. 17
- Ventura County Waterworks District No. 19
- Ventura Regional Sanitation District

#### Ojai/Ventura Agencies (11)

- City of San Buenaventura
- Casitas Municipal Water District
- Meiners Oaks County Water District
- Montalvo Municipal Improvement District
- Ojai Groundwater Management Agency
- Ojai Valley Sanitary District
- Ojai Water Conservation District
- Saticoy Sanitary District
- Ventura County Service Area No. 29
- Ventura County Service Area No. 32
- Ventura River County Water District

### Santa Clara Watershed (10)

- City of Fillmore
- City of Oxnard
- City of Port Hueneme
- City of Santa Paula
- Channel Islands Beach Community Services District
- Fox Canyon Groundwater Management Agency
- Ocean View Municipal Water District
- United Water Conservation District
- Ventura County Service Area No. 30
- Ventura County Waterworks District No. 16

### Schedule

The Agreement with PDC, which only included preparation of service reviews for water and wastewater service providers, has a term ending November 28, 2003. All tasks are to be completed by that date. Since information gathering and database design has taken longer than anticipated, the overall schedule is behind what was initially envisioned. At this time, however, PDC anticipates that they can complete their work within the term of the Agreement.

PDC has proposed the following tentative schedule for completion of the water and wastewater service reviews:

<b>TASK</b>	<b>WORKING DRAFT</b>	<b>PUBLIC DRAFT</b>	<b>AGENCY MEETING</b>	<b>FINAL DRAFT</b>	<b>LAFCO PACKET</b>	<b>LAFCO HEARING</b>
<b>Database</b>	<b>7/16</b>			<b>7/30</b>		
<b>Calleguas Watershed</b>	<b>7/28</b>	<b>8/4</b>	<b>8/4</b>	<b>8/13</b>	<b>9/5</b>	<b>9/17</b>
<b>Ojai/Ventura</b>	<b>8/26</b>	<b>9/3</b>	<b>9/3</b>	<b>9/17</b>	<b>10/3</b>	<b>10/15</b>
<b>Santa Clara Watershed</b>	<b>9/24</b>	<b>10/1</b>	<b>10/1</b>	<b>10/15</b>	<b>11/7</b>	<b>11/19</b>

Given the current overall status, this is an ambitious schedule that will depend on tight “turn around” review times by both staff and the various agencies involved. Needless to say, it also depends on receiving complete information from those few agencies that provided only partial responses to the survey questionnaire and from Ojai Basin Groundwater Management Agency.

The May 15, 2002, LAFCO Work Plan envisioned that water and wastewater service reviews and sphere of influence updates (as necessary) would be completed by the 4<sup>th</sup> quarter of 2003. It is now clear that the related sphere of influence updates for the 28 (now 27) agencies providing only water and/or wastewater services will not be completed this year. In addition to the delays noted in information gathering, there is a potential

issue with CEQA review of the sphere of influence updates that will affect the overall Work Plan in general.

In addition, the LAFCO Work Plan envisioned that service reviews and sphere of influence updates would be completed for all other services provided by the City of Fillmore and for the Fillmore-Piru Memorial District. To date, these service reviews have yet to be started, primarily due to the fact that the City of Fillmore's General Plan EIR and update process has been delayed. It is likely that the sphere of influence update for the City and the Memorial District will not be started until the City has finalized their General Plan and related EIR.

### Issues

At this stage of the water and wastewater service review process, there are several issues that may require further direction from the Commission.

1. Work Plan and Schedule – Adjustments to the overall Work Plan and schedule will be necessary, but at this time staff is not prepared to make recommendations about modifications. By this fall, however, and as work progresses on the water and wastewater service reviews, Work Plan refinements and schedule adjustments will be presented to the Commission before starting further service reviews.
2. Lack of Timely Response – The Government Code (§56378) requires cities and special districts to comply with information requests by the Commission. In keeping with the Work Plan both PDC and staff have attempted to keep all aspects of the water and wastewater service review process collaborative. Thus, PDC and staff have in all instances granted time extensions for responding to the survey questionnaire, offered to assist in the completion of the questionnaire (including working out of the offices of a city or district), and generally tried to keep in communication with those responsible for completing the survey questionnaires.

Nearly all of the 36 agencies have been responsive and have completed responses promptly. As noted, however, some agencies have been unable to respond fully, primarily due to their own staffing constraints, and one agency has not responded at all. Rather than resorting to a formal, legal request, PDC and staff will continue to work with those agencies that have submitted incomplete or no information to obtain at least enough information to allow the Commission to make the mandatory nine municipal service review findings. Unless responses are received in the very near future, however, this approach will affect the water and wastewater service review schedule for other affected agencies and will likely result in necessitating the negotiation of an extension to the term of the PDC Agreement.

3. CEQA – Both municipal service reviews and sphere of influence updates could be considered as “projects” under the California Environmental Quality Act (CEQA). Both PDC and staff are preparing the water and wastewater service reviews so that they will be deemed either statutorily exempt or categorically exempt under CEQA. Meeting this CEQA threshold has been the topic of considerable discussion among LAFCO professionals. The general consensus is that for service reviews to be considered exempt from CEQA the determinations adopted should not contain any definitive recommendations that would directly lead to further action by the Commission. If any of the service reviews now being prepared cannot be found to be exempt under CEQA, substantial Work Plan and schedule modifications will be necessary.

While LAFCO staff believes the water and wastewater service reviews are exempt under CEQA, it is probable that the subsequent sphere of influence updates for several of the agencies will not be found to be exempt. This is especially true where sphere of influence updates might result in new or additional areas being included. In such instances, LAFCO will either need to rely on recent environmental reviews completed by a city or special district (e.g. EIRs for General Plan updates or Mitigated Negative Declarations for master service studies), if possible, or serve as lead agency and complete the CEQA process before action can be taken on sphere of influence updates. As work progresses on water and wastewater service reviews, those agencies needing sphere of influence updates will become better known. Compliance with CEQA was not factored into the five-year deadline in the law for completing service reviews and has not been truly addressed by Governor’s Office of Planning and Research (OPR) or in their draft Guidelines.

#### Attachments

1. Government Code §56430
2. Service Review List – the overall list of municipal services to be reviewed as adopted by the Ventura LAFCO
3. Service Review & Sphere of Influence Update Work Plan – as adopted May 15, 2002
4. Scope of Services from the Agreement with Project Design Consultants

## **CA GOVERNMENT CODE SECTIONS RELATING TO SERVICE REVIEWS AND SPHERE OF INFLUENCE UPDATES**

56425 (f) Upon determination of a sphere of influence, the commission shall adopt that sphere, and shall review and update, as necessary, the adopted sphere not less than once every 5 years.

56430 (a) In order to prepare and to update spheres of influence in accordance with section 56425, the commission shall conduct a service review of the municipal services provided in the county or other appropriate area designated by the commission. The commission shall include in the area designated for service review the county, the region, the sub-region, or such other geographic area as is appropriate for an analysis of the service or services to be reviewed, and shall prepare a written statement of its determinations with respect to each of the following:

- (1) infrastructure needs or deficiencies;
- (2) growth and population projections for the affected area;
- (3) financing constraints and opportunities;
- (4) cost avoidance opportunities;
- (5) opportunities for rate restructuring;
- (6) opportunities for shared facilities;
- (7) government structure options, including advantages and disadvantages of consolidation or reorganization of service providers;
- (8) evaluation of management efficiencies; and
- (9) local accountability and governance.

(b) In conducting a service review, the commission shall comprehensively review all of the agencies that provide the identified service or services within the designated geographic area.

(c) The commission shall conduct a service review before, or in conjunction with, but no later than the time it is considering an action to establish a sphere of influence in accordance with section 56425 or section 56426.5 or to update a sphere of influence pursuant to section 56425.

(d) Not later than July 1, 2001, the Office of Planning and Research, in consultation with commissions, the California Association of Local Agency Formation Commissions, and other local governments, shall prepare guidelines for the service reviews to be conducted by commissions pursuant to this section.

## **SERVICE REVIEW LIST**

### **RECOMMENDED CATEGORIES OF SERVICES TO BE REVIEWED AS A PART OF THE 2001 – 2005 SERVICE REVIEW / SPHERE OF INFLUENCE UPDATE PROCESS**

March 20, 2002 (Revised)

1. Cemetery Services
2. Drainage Services
  - a. Flood control
  - b. Storm water collection
  - c. Agricultural and subsurface drainage
3. Fire Services
  - a. Fire protection and suppression
  - b. Paramedic
  - c. Ambulance
4. Harbor and Port Services – Per Harbors and Navigation Code
5. Health Services – Per Health & Safety Code § 32000 - 32492
6. Police Services
  - a. Police
7. Recreation & Park Services
  - a. Recreation facilities
  - c. Parks
  - d. Public open space
8. Solid Waste Services
  - a. Rubbish collection
  - b. Recycling
  - c. Rubbish transfer
  - d. Rubbish disposal
9. Street & Highway Services
  - a. Street construction and maintenance
  - b. Street lighting
  - c. Street sweeping
  - d. Landscaping and landscape maintenance
10. Water Services
  - a. Retail (potable) water
  - b. Wholesale water
  - c. Water treatment

- d. Recycled/reclaimed water
- e. Agriculture water
- f. Groundwater management
- g. Water replenishment
- h. Water conservation

11. Wastewater Services

- a. Sewer collection
- b. Sewer treatment
- c. Recycled/reclaimed water
- d. Septic system monitoring and maintenance

12. Veteran Memorial Hall Services

# VENTURA LAFCO

## SERVICE REVIEW & SPHERE OF INFLUENCE UPDATE WORK PLAN: 2002 - 2005

### Work Plan Concepts

- Sphere of influence boundaries will increasingly represent the separation of areas that can be developed through the logical extension of municipal services from areas that should be protected for continued agriculture or open space use.
- Water (non-agricultural) and wastewater services are core municipal services. Their availability is necessary for growth.
- Of the existing 10 cities and 50 special districts with sphere of influence boundaries, 38 provide some form of water and/or wastewater service, either directly or via contract, franchise or joint powers agreements.
- There is more overlap in the spheres of influence of water and wastewater service providers than any of the other categories of municipal services.
- A Countywide review of water and wastewater services should be the focus and first priority of the municipal service review and sphere of influence update process. Service reviews for all other categories of service should be conducted on a jurisdictional basis, where appropriate, combining the service reviews of jurisdictions providing similar and/or integrated services.
- In order to complete all required service reviews and sphere of influence updates by January 1, 2006, spread expenses and best utilize staff resources, the service review and sphere of influence update process should be conducted in three overlapping phases.
- Phase 1 of the process should start during the 3<sup>rd</sup> quarter of 2002 and be complete by the end of 2003.

- Phase 1 should include the Countywide water and wastewater service review, completion of the sphere of influence updates for those jurisdictions that only provide some form of water and/or wastewater service, and completion of all service reviews and sphere of influence updates for jurisdictions with a strong motivation to have their sphere of influence updated.
- Phase 2 should start by the 3<sup>rd</sup> quarter of 2003 and be complete by the end of 2004. Phase 2 should complete the service reviews and sphere of influence updates for all districts and County Service Areas, except cemetery, health care and harbor/port districts.
- Phase 3 should start by the 1<sup>st</sup> quarter of 2004 and be complete by the end of 2005. Phase 3 should complete the service review and sphere of influence updates for all the cities and for the cemetery, health care and harbor/port districts.
- Public participation in the service review and sphere of influence process should be encouraged.
- Qualified consultants should be utilized for the Countywide water and wastewater service review in Phase 1. Consultants should be used as deemed necessary for service reviews in Phases 2 and 3, and for environmental services. Selection of consultants for service reviews should include representatives from the administration of the jurisdictions affected.
- No service review or sphere of influence update is necessary for the Ahmanson Ranch Community Services District. While formed, the District is not functional and has no revenues.

## Phase 1 – Water & Wastewater Services; City of Fillmore; Fillmore-Piru Memorial District

<b>Jurisdiction</b>	<b>Services Reviewed</b>	<b>Start Service Review (on/before)</b>	<b>Completion of SOI Update (on/before)</b>	<b>Comments</b>
Calleguas Municipal Water District	All (Water)	3 <sup>rd</sup> quarter 2002	4 <sup>th</sup> quarter 2003	LAFCO priority
Camarillo Sanitary District	All (Water)	3 <sup>rd</sup> quarter 2002	4 <sup>th</sup> quarter 2003	LAFCO priority
Camrosa Water District	All (Water & Wastewater)	3 <sup>rd</sup> quarter 2002	4 <sup>th</sup> quarter 2003	LAFCO priority
Casitas Municipal Water District	Water & Wastewater	3 <sup>rd</sup> quarter 2002	4 <sup>th</sup> quarter 2004	Additional service review necessary: Recreation Services
Channel Islands Beach Community Services District	Water & Wastewater	3 <sup>rd</sup> quarter 2002	4 <sup>th</sup> quarter 2004	Additional service review necessary: Solid Waste Services
City of Camarillo	Water	3 <sup>rd</sup> quarter 2002	4 <sup>th</sup> quarter 2005	Additional service reviews necessary: Drainage, Police, Solid Waste and Street & Highway Services
City of Fillmore	All (Drainage, Fire, Police; Recreation, Solid Waste, Street & Highway, Water, Wastewater)	3 <sup>rd</sup> quarter 2002	4 <sup>th</sup> quarter 2003	Significant sphere of influence issues; strong City interest; completing General Plan update; Combine with Fillmore-Piru Memorial District
City of Ojai	Water	3 <sup>rd</sup> quarter 2002	4 <sup>th</sup> quarter 2005	Additional service reviews necessary: Cemetery, Drainage, Recreation Police, Solid Waste and Street & Highway Services
City of Oxnard	Water & Wastewater	3 <sup>rd</sup> quarter 2002	4 <sup>th</sup> quarter 2005	Additional service reviews necessary: Drainage, Fire, Police, Recreation, Solid Waste & Street and Highway Services

<b>Jurisdiction</b>	<b>Services Reviewed</b>	<b>Start Service Review (on/before)</b>	<b>Completion of SOI Update (on/before)</b>	<b>Comments</b>
City of Port Hueneme	Water & Wastewater	3 <sup>rd</sup> quarter 2002	4 <sup>th</sup> quarter 2005	Additional service reviews necessary: Drainage, Police, Recreation, Solid Waste and Street & Highway Services
City of San Buenaventura	Water & Wastewater	3 <sup>rd</sup> quarter 2002	4 <sup>th</sup> quarter 2005	Additional service reviews necessary: Drainage, Fire Police, Recreation Services, Solid Waste and Street & Highway Services
City of Santa Paula	Water & Wastewater	3 <sup>rd</sup> quarter 2002	4 <sup>th</sup> quarter 2005	Additional service reviews necessary: Drainage, Police, Recreation, Solid Waste and Street & Highway Services
City of Simi Valley	Water & Wastewater	3 <sup>rd</sup> quarter 2002	4 <sup>th</sup> quarter 2005	Additional service reviews necessary: Drainage, Police, Solid Waste and Street & Highway Services
City of Thousand Oaks	Water & Wastewater	3 <sup>rd</sup> quarter 2002	4 <sup>th</sup> quarter 2005	Additional service reviews necessary: Drainage, Police, Solid Waste and Street & Highway Services
Fillmore-Piru Memorial District	All (Veteran Memorial Hall Services)	3 <sup>rd</sup> quarter 2002	4 <sup>th</sup> quarter 2003	Logical to combine with all services review for the City of Fillmore
Fox Canyon Groundwater Management Agency	All (Water)	3 <sup>rd</sup> quarter 2002	4 <sup>th</sup> quarter 2003	LAFCO priority
Hidden Valley Municipal Water District	All (no services provided currently, but potential Water services)	3 <sup>rd</sup> quarter 2002	4 <sup>th</sup> quarter 2003	LAFCO priority
Lake Sherwood Community Services District	All (Water)	3 <sup>rd</sup> quarter 2002	4 <sup>th</sup> quarter 2003	LAFCO priority
Meiners Oaks County Water District	All (Water)	3 <sup>rd</sup> quarter 2002	4 <sup>th</sup> quarter 2003	LAFCO priority
Montalvo Municipal Improvement District	All (Wastewater)	3 <sup>rd</sup> quarter 2002	4 <sup>th</sup> quarter 2003	LAFCO priority

<b>Jurisdiction</b>	<b>Services Reviewed</b>	<b>Start Service Review (on/before)</b>	<b>Completion of SOI Update (on/before)</b>	<b>Comments</b>
Ocean View Municipal Water District	All (Water)	3 <sup>rd</sup> quarter 2002	4 <sup>th</sup> quarter 2003	LAFCO priority
Ojai Basin Groundwater Management Agency	All (Water)	3 <sup>rd</sup> quarter 2002	4 <sup>th</sup> quarter 2003	LAFCO priority
Ojai Valley Sanitary District	All (Wastewater)	3 <sup>rd</sup> quarter 2002	4 <sup>th</sup> quarter 2003	LAFCO priority
Ojai Water Conservation District	All (Water)	3 <sup>rd</sup> quarter 2002	4 <sup>th</sup> quarter 2003	LAFCO priority
Pleasant Valley County Water District	All (Water)	3 <sup>rd</sup> quarter 2002	4 <sup>th</sup> quarter 2003	LAFCO priority
Russell Valley Municipal Water District	All (Water)	3 <sup>rd</sup> quarter 2002	4 <sup>th</sup> quarter 2003	LAFCO priority; may not be necessary if District consolidates with Calleguas Municipal Water District
Saticoy Sanitary District	All (Wastewater)	3 <sup>rd</sup> quarter 2002	4 <sup>th</sup> quarter 2003	LAFCO priority
Triunfo Sanitation District	All (Water & Wastewater)	3 <sup>rd</sup> quarter 2002	4 <sup>th</sup> quarter 2003	LAFCO priority
United Water Conservation District	Water	3 <sup>rd</sup> quarter 2002	4 <sup>th</sup> quarter 2004	Additional service review necessary: Recreation Services
Ventura County Resource Conservation District	All (Water)	3 <sup>rd</sup> quarter 2002	4 <sup>th</sup> quarter 2003	LAFCO priority
Ventura County Service Area No. 29	All (Wastewater)	3 <sup>rd</sup> quarter 2002	4 <sup>th</sup> quarter 2003	LAFCO priority
Ventura County Service Area No 30	All (Wastewater)	3 <sup>rd</sup> quarter 2002	4 <sup>th</sup> quarter 2003	LAFCO priority
Ventura County Service Area No. 32	All (Wastewater)	3 <sup>rd</sup> quarter 2002	4 <sup>th</sup> quarter 2003	LAFCO priority

<b>Jurisdiction</b>	<b>Services Reviewed</b>	<b>Start Service Review (on/before)</b>	<b>Completion of SOI Update (on/before)</b>	<b>Comments</b>
Ventura County Waterworks District No. 1	All (Water & Wastewater)	3 <sup>rd</sup> quarter 2002	4 <sup>th</sup> quarter 2003	LAFCO priority
Ventura County Waterworks District No. 8	All (Water)	3 <sup>rd</sup> quarter 2002	4 <sup>th</sup> quarter 2003	LAFCO priority
Ventura County Waterworks District No. 16	All (Wastewater)	3 <sup>rd</sup> quarter 2002	4 <sup>th</sup> quarter 2003	LAFCO priority
Ventura County Waterworks District No. 17	All (Water)	3 <sup>rd</sup> quarter 2002	4 <sup>th</sup> quarter 2003	LAFCO priority
Ventura County Waterworks District No. 19	All (Water)	3 <sup>rd</sup> quarter 2002	4 <sup>th</sup> quarter 2003	LAFCO priority
Ventura Regional Sanitation District	Water & Wastewater	3 <sup>rd</sup> quarter 2002	4 <sup>th</sup> quarter 2004	Additional service review necessary: Solid Waste Services
Ventura River County Water District	All (Water)	3 <sup>rd</sup> quarter 2002	4 <sup>th</sup> quarter 2003	LAFCO priority

**Phase 2 – Complete all service reviews and sphere of influence updates for all districts  
(except cemetery, health care and harbor/port districts)**

<b>Jurisdiction</b>	<b>Services Reviewed</b>	<b>Start Service Review (on/before)</b>	<b>Completion of SOI Update (on/before)</b>	<b>Comments</b>
Bell Canyon Community Services District	All (Fire, Police, Solid Waste)	3 <sup>rd</sup> quarter 2003	4 <sup>th</sup> quarter 2004	Separate review; a unique district
Casitas Municipal Water District	Recreation	3 <sup>rd</sup> quarter 2002	4 <sup>th</sup> quarter 2004	Include prior Water and Wastewater service review determinations
Channel Islands Beach Community Services District	Solid Waste	3 <sup>rd</sup> quarter 2002	4 <sup>th</sup> quarter 2004	Include prior Water and Wastewater service review determinations
Conejo Recreation and Park District	All (Health, Police, Recreation)	3 <sup>rd</sup> quarter 2003	4 <sup>th</sup> quarter 2004	Combine review with Pleasant Valley and Rancho Simi Recreation and Park Districts and Ventura County Service Area No. 33
Oxnard Drainage District No. 1	All (Drainage)	3 <sup>rd</sup> quarter 2003	4 <sup>th</sup> quarter 2004	Combine review with Oxnard Drainage District No. 2
Oxnard Drainage District No. 2	All (Drainage)	3 <sup>rd</sup> quarter 2003	4 <sup>th</sup> quarter 2004	Combine review with Oxnard Drainage District No. 1
Pleasant Valley Recreation and Park District	All (Police, Recreation)	3 <sup>rd</sup> quarter 2003	4 <sup>th</sup> quarter 2004	Combine review with Conejo and Rancho Simi Recreation and Park Districts and Ventura County Service Area No. 33
Rancho Simi Recreation and Park District	All (Police, Recreation)	3 <sup>rd</sup> quarter 2003	4 <sup>th</sup> quarter 2004	Combine review with Conejo and Pleasant Valley Recreation and Park Districts and Ventura County Service Area No. 33
United Water Conservation District	Recreation	3 <sup>rd</sup> quarter 2002	4 <sup>th</sup> quarter 2004	Include prior Water service review determinations
Ventura County Fire Protection District	All (Fire)	3 <sup>rd</sup> quarter 2003	4 <sup>th</sup> quarter 2004	Separate review; a unique district

<b>Jurisdiction</b>	<b>Services Reviewed</b>	<b>Start Service Review (on/before)</b>	<b>Completion of SOI Update (on/before)</b>	<b>Comments</b>
Ventura County Flood Control District	All (Drainage)	3 <sup>rd</sup> quarter 2003	4 <sup>th</sup> quarter 2004	Separate review; a unique district
Ventura County Service Area No. 3	All (Street & Highway)	3 <sup>rd</sup> quarter 2003	4 <sup>th</sup> quarter 2004	Combine review with Ventura County Service Areas No. 4 and No. 14
Ventura County Service Area No. 4	All (Police, Street & Highway)	3 <sup>rd</sup> quarter 2003	4 <sup>th</sup> quarter 2004	Combine review with Ventura County Service Areas No. 3 and No. 14
Ventura County Service Area No. 14	All (Street & Highway)	3 <sup>rd</sup> quarter 2003	4 <sup>th</sup> quarter 2004	Combine review with Ventura County Service Areas No. 3 and No. 4
Ventura County Service Area No. 33	All (Police, Recreation)	3 <sup>rd</sup> quarter 2003	4 <sup>th</sup> quarter 2004	Combine review with Conejo, Pleasant Valley and Rancho Simi Recreation and Park Districts
Ventura Regional Sanitation District	Solid Waste	3 <sup>rd</sup> quarter 2002	4 <sup>th</sup> quarter 2004	Include prior Water and Wastewater determinations

**Phase 3 – Complete all service reviews and sphere of influence updates for all cities, and cemetery, health care and harbor/port districts**

<b>Jurisdiction</b>	<b>Services Reviewed</b>	<b>Start Service Review (on/before)</b>	<b>Completion of SOI Update (on/before)</b>	<b>Comments</b>
Bardsdale Cemetery District	All (Cemetery)	1 <sup>st</sup> quarter 2004	4 <sup>th</sup> quarter 2005	Combine review with El Rancho Simi and Piru Public Cemetery Districts
Camarillo Health Care District	All (Health)	1 <sup>st</sup> quarter 2004	4 <sup>th</sup> quarter 2005	Separate review; a unique district
City of Camarillo	Drainage, Police, Recreation, Solid Waste and Street & Highway	1 <sup>st</sup> quarter 2004	4 <sup>th</sup> quarter 2005	Include prior Water service review determinations
City of Moorpark	Drainage, Police, Recreation, Solid Waste and Street & Highway	1 <sup>st</sup> quarter 2004	4 <sup>th</sup> quarter 2005	Separate review, no prior service determinations
City of Ojai	Cemetery, Drainage, Police, Recreation, Solid Waste and Street & Highway	1 <sup>st</sup> quarter 2004	4 <sup>th</sup> quarter 2005	Include prior Water service review determinations
City of Oxnard	Drainage, Fire, Police, Recreation, Solid Waste and Street & Highway	1 <sup>st</sup> quarter 2004	4 <sup>th</sup> quarter 2005	Include prior Water and Wastewater service review determinations
City of Port Hueneme	Drainage, Police, Recreation, Solid Waste and Street & Highway	1 <sup>st</sup> quarter 2004	4 <sup>th</sup> quarter 2005	Include prior Water and Wastewater service review determinations
City of San Buenaventura	Drainage, Fire, Police, Recreation, Solid Waste and Street & Highway	1 <sup>st</sup> quarter 2004	4 <sup>th</sup> quarter 2005	Include prior Water and Wastewater service review determinations. Possibility of combining portions with amendments to City General Plan

<b>Jurisdiction</b>	<b>Services Reviewed</b>	<b>Start Service Review (on/before)</b>	<b>Completion of SOI Update (on/before)</b>	<b>Comments</b>
City of Santa Paula	Drainage, Fire, Police, Recreation, Solid Waste and Street & Highway	1 <sup>st</sup> quarter 2004	4 <sup>th</sup> quarter 2005	Include prior Water and Wastewater service review determinations
City of Simi Valley	Drainage, Police, Solid Waste and Street & Highway	1 <sup>st</sup> quarter 2004	4 <sup>th</sup> quarter 2005	Include prior Water and Wastewater service review determinations
City of Thousand Oaks	Drainage, Police, Recreation, Solid Waste and Street & Highway	1 <sup>st</sup> quarter 2004	4 <sup>th</sup> quarter 2005	Include prior Water and Wastewater service review determinations
El Rancho Simi Cemetery District	All (Cemetery)	1 <sup>st</sup> quarter 2004	4 <sup>th</sup> quarter 2005	Combine review with Bardsdale and Piru Public Cemetery Districts
Oxnard Harbor District	All (Harbor and Port)	1 <sup>st</sup> quarter 2004	4 <sup>th</sup> quarter 2005	Separate review; a unique district
Piru Public Cemetery District	All (Cemetery)	1 <sup>st</sup> quarter 2004	4 <sup>th</sup> quarter 2005	Combine review with Bardsdale and El Rancho Simi Cemetery Districts
Ventura Port District	All (Harbor and Port)	1 <sup>st</sup> quarter 2004	4 <sup>th</sup> quarter 2005	Recently reviewed by City of Ventura for possible merger.

**VENTURA LAFCO**  
**COMPLETION YEAR FOR SERVICE REVIEWS & SPHERE OF INFLUENCE UPDATES**  
**2002-2005**

**2003**

1. Calleguas Municipal Water District
2. Camarillo Sanitary District
3. Camrosa Water District
4. City of Fillmore
5. Fillmore-Piru Memorial District
6. Fox Canyon Groundwater Management Agency
7. Hidden Valley Municipal Water District
8. Lake Sherwood Community Services District
9. Meiners Oaks County Water District
10. Montalvo Municipal Improvement District
11. Ocean View Municipal Water District
12. Ojai Basin Groundwater Management Agency
13. Ojai Valley Sanitary District
14. Ojai Water Conservation District
15. Pleasant Valley County Water District
16. Russell Valley Municipal Water District
17. Saticoy Sanitary District
18. Triunfo Sanitation District
19. Ventura County Resource Conservation District
20. Ventura County Service Area No. 29
21. Ventura County Service Area No. 30
22. Ventura County Service Area No. 32
23. Ventura County Waterworks District No. 1
24. Ventura County Waterworks District No. 8
25. Ventura County Waterworks District No. 16
26. Ventura County Waterworks District No. 17
27. Ventura County Waterworks District No. 19
28. Ventura River County Water District

**2004**

1. Bell Canyon Community Services District
2. Casitas Municipal Water District
3. Channel Islands Beach Community Services District
4. Conejo Recreation and Park District
5. Oxnard Drainage District No. 1
6. Oxnard Drainage District No. 2
7. Pleasant Valley Recreation and Park District
8. Rancho Simi Recreation and Park District
9. United Water Conservation District
10. Ventura County Fire Protection District
11. Ventura County Flood Control District
12. Ventura County Service Area No. 3
13. Ventura County Service Area No. 4
14. Ventura County Service Area No. 14
15. Ventura County Service Area No. 33
16. Ventura Regional Sanitation District

**2005**

1. Bardsdale Cemetery District
2. Camarillo Health Care District
3. City of Camarillo
4. City of Moorpark
5. City of Ojai
6. City of Oxnard
7. City of Port Hueneme
8. City of San Buenaventura
9. City of Santa Paula
10. City of Simi Valley
11. City of Thousand Oaks
12. El Rancho Simi Cemetery District
13. Oxnard Harbor District
14. Piru Public Cemetery District
15. Ventura Port District

**VENTURA LOCAL AGENCY FORMATION COMMISSION  
PROFESSIONAL SERVICES AGREEMENT  
FOR WATER & WASTEWATER MUNICIPAL SERVICE REVIEWS**

**EXHIBIT A**

**SCOPE OF SERVICES**

**GENERAL DESCRIPTION**

CONSULTANT shall be responsible for organizing and preparing service reviews for water and/or wastewater services in compliance with CA Government Code §56430 for the following 38 agencies in Ventura County:

**CITIES:**

City of Camarillo (water only)  
City of Fillmore  
City of Ojai (water only)  
City of Oxnard  
City of Port Hueneme  
City of San Buenaventura (Ventura)  
City of Santa Paula  
City of Simi Valley  
City of Thousand Oaks

**SPECIAL DISTRICTS:**

Calleguas Municipal Water District (water only) \*\*  
Camarillo Sanitary District (wastewater only) \*\*  
Camrosa Water District \*\*  
Casitas Municipal Water District  
Channel Islands Beach Community Services District  
Fox Canyon Groundwater Management Agency (water only) \*\*  
Hidden Valley Municipal Water District (water only) \*\*  
Lake Sherwood Community Services District (water only) \*\*  
Meiners Oaks County Water District (water only) \*\*  
Montalvo Municipal Improvement District (wastewater only) \*\*  
Ocean View Municipal Water District (water only) \*\*  
Ojai Basin Groundwater Management Agency (water only) \*\*  
Ojai Valley Sanitary District (wastewater only) \*\*  
Ojai Water Conservation District (water only) \*\*  
Pleasant Valley County Water District (water only) \*\*  
Saticoy Sanitary District (wastewater only) \*\*  
Triunfo Sanitation District \*\*  
United Water Conservation District (water only)  
Ventura County Resource Conservation District (water only) \*\*  
Ventura County Service Area No. 29 (wastewater only) \*\*  
Ventura County Service Area No. 30 (wastewater only) \*\*

SPECIAL DISTRICTS (continued):

Ventura County Service Area No. 32 (wastewater only) \*\*  
Ventura County Waterworks District No. 1 \*\*  
Ventura County Waterworks District No. 8 (water only) \*\*  
Ventura County Waterworks District No. 16 (wastewater only) \*\*  
Ventura County Waterworks District No. 17 (water only) \*\*  
Ventura County Waterworks District No. 19 (water only) \*\*  
Ventura Regional Sanitation District  
Ventura River County Water District (water only)\*\*

\*\* Indicates that the ONLY service reviews necessary for these agencies are for water and wastewater services and that, upon completion, LAFCO can update spheres of influence. For all the cities and for the other special districts additional service reviews must be completed before sphere of influence updates can occur.

In completing all tasks and work products CONSULTANT recognizes that it is the express desire of LAFCO to:

- Conduct the service review process in a collaborative fashion with opportunities for input and review by each of the agencies being reviewed;
- Encourage public participation in the service review process;
- Develop a service review “template” that can be used for other service reviews and that can be easily updated in the future;
- Develop a Microsoft Access database of all service review information and recommendations;
- Have all public work products be readily accessible to, and easily understandable by, the general public;
- Have the end work products be in a “stand alone” format for each agency and in a format that facilitates comparison between agencies;
- Have the end work products be of meaningful use to all agencies involved in the service review process.

LAFCO will be responsible for copying and distributing all draft and final reports and work products to each agency listed and to the public for all listed tasks. LAFCO will also provide CONSULTANT with copies of geographic information system (GIS) boundary and sphere of influence files for each agency listed, and will use its best efforts to have the County of Ventura provide CONSULTANT with relevant GIS data and files. Any costs associated with the provision of GIS data and files maintained by the County of Ventura will be the responsibility of LAFCO.

## **TASK 1 – Preparation**

- a. Prepare a draft, standardized survey instrument(s) for use for both water and wastewater service reviews in consultation with LAFCO staff and based on questions/issues contained in the latest available Service Review Guidelines prepared by the Governor’s Office of Planning and Research. The survey instrument must address each of the 9 factors in Government Code §56430 and should also provide for the identification of:
  - i. Basic information about each agency including contact information, current Council or Board members and their terms of office, Council or Board member compensation, election information (e.g. number of candidates in the last election, etc.) meeting information, and staffing levels.
  - ii. The total assessed valuation, total population and the total number of “customers” currently receiving service, for each service by agency.
  - iii. All households, addresses, parcels and/or entities currently receiving water and/or wastewater service that are outside the existing boundaries and that are outside the existing sphere of influence for each agency.
  - iv. The projected water and/or wastewater service demand for each agency for the next 5 years and the next 10 years.
  - v. The major water and/or wastewater issues facing each agency for the next 5 year and the next 10 year periods, and potential actions by LAFCO (e.g. sphere of influence changes or initiation of mergers, consolidations, or dissolutions) that could assist in alleviating these issues, if any.
- b. Distribute survey instrument for review and comment.
- c. Finalize survey instrument(s).
- d. In consultation with LAFCO staff, design a database based on Microsoft Access to tabulate all relevant survey information and ultimate recommendations and LAFCO determinations.

Task 1 work products: Consultant shall deliver to LAFCO a final standardized survey instrument for water and wastewater service reviews and a database design for the tabulation of survey results, service review recommendations and LAFCO determinations.

## **TASK 2 – Information Collection and Review**

- a. Distribute survey instrument(s) to each agency for completion.
- b. Collect survey instruments.
- c. Collect relevant source documents for each agency, including applicable statutes, service area maps, master service plans, best practices plans, audits, budgets, regulatory and operating permits, and other information relevant to completing water and wastewater service reviews.
- d. Meet as necessary with the appropriate representative(s) of each agency to ensure that all necessary information has been collected in a consistent format.
- e. Attend at least one public meeting of each special district to observe actual operational characteristics of the District Boards of Directors.

- f. Enter all information collected into the Microsoft Access database and prepare an initial report for each agency.
- g. Distribute the database report to each agency for review and verification.
- h. Prepare final database based on review and verification process.

Task 2 work product: Consultant shall deliver to LAFCO a completed database of all information collected for each agency.

### **TASK 3 – Working Draft Reports**

- a. For each agency prepare a working draft service review report that includes:
  - i. A summary description about the agency, including applicable maps.
  - ii. The database information from Task 2.
  - iii. Recommended written determinations for each of the 9 factors in Government Code §56430.
  - iv. Recommendations for sphere of influence update actions and, for special districts, any recommendations for mergers, consolidations or dissolutions.
- b. Prepare a working draft summary comparison report that summarizes and compares the database information collected for all agencies.
- c. In conjunction with LAFCO staff distribute the working draft service review and summary comparison reports to each agency for review and comment.

Task 3 work products: Consultant shall deliver to LAFCO working draft service review reports for each agency containing recommended determinations and recommendations, and a working draft summary comparison report summarizing and comparing all database information collected for all agencies.

### **TASK 4 - Public Draft Reports**

- a. Based on the input received on the working draft service review reports, prepare a public draft service review for each agency.
- b. Based on the input received on the working draft summary comparison report, prepare a summary comparison report.
- c. In conjunction with LAFCO staff distribute the public draft service review and summary comparison reports to all agencies, LAFCO and the general public, and present the public draft reports to LAFCO for review and comment at a public hearing.

Task 4 work products: Consultant shall deliver to LAFCO the public draft service review reports for each agency containing recommended determinations and recommendations, and a public draft summary comparison report summarizing and comparing all database information collected for all agencies. Attendance and presentations at up to 4 public meetings.

### **TASK 5 – Final Draft Reports**

- a. Based on information and input received at the LAFCO public hearing on the public draft service review reports, prepare a final draft service review report for each agency containing:
  - i. A cover, title pages and a table of contents
  - ii. A summary description about the agency, including any applicable maps
  - iii. The database information from Task 2 as updated
  - iv. Recommended written determinations for each of the 9 factors in Government Code §56430
- v. Recommendations for sphere of influence update actions and, for special districts, any recommendations for mergers, consolidations or dissolutions.
- b. Based on information and input received at the LAFCO public hearing on the public draft summary comparison report, prepare a final draft summary comparison report that summarizes and compares database information for all agencies.
- c. In conjunction with LAFCO staff distribute the final draft service review and summary comparison reports to all agencies, LAFCO and the general public, and present the final draft service review and summary comparison reports to LAFCO for action at a public hearing.

Task 5 work products: Consultant shall deliver to LAFCO a final draft service review report for each agency containing recommended determinations and recommendations, and a final draft summary comparison report summarizing and comparing all database information collected for all agencies. Attendance and presentations at up to 4 public meetings.

### **TASK 6 – Final Reports**

- a. Based on information and input received at the LAFCO public hearing on the final draft service review reports, prepare a final service review report for each agency.
- b. Based on information and input received at the LAFCO public hearing on the final draft summary comparison report, prepare a final summary comparison report that summarizes and compares database information for all agencies.

Task 6 work products: Consultant shall deliver to LAFCO 1 final, 1 camera-ready original, and one Microsoft Word (Office 2000 Professional) formatted version of the final service review report for each agency as adopted by LAFCO, and, 1 final, 1 camera-ready original and one Microsoft Word (Office 2000 Professional) formatted version of the final summary comparison report as adopted by LAFCO.